| Job Aid: Add New Items | PBL Course: Create and Edit Instructor-Led Items |
| | Learning Needs Mgmt Lab 1: Add an Item |

Description

The purpose of this job aid is to guide administrators through the step-by-step process of creating an instructor-led item. Related terminology is provided.

Task

    A. Create an Instructor-Led Item

Terminology:

Item Type (Reference): This is a globally-defined reference that helps categorize items. When administrators create a new item, they must choose from the defined list. Subsequently, each "type" has an associated "completion status." This is an admin-defined reference used when recording a learning event.

Item ID: This is a unique identifier for each item within the SATERN database. It is recommended that a standard ID naming convention be applied to items and all records in the system.

Revision Date/Time: SATERN automatically populates these fields if an admin leaves them alone when creating a new item. If needed, the admin can manually enter data into these fields. This field is what uniquely identifies an item that has been revised.
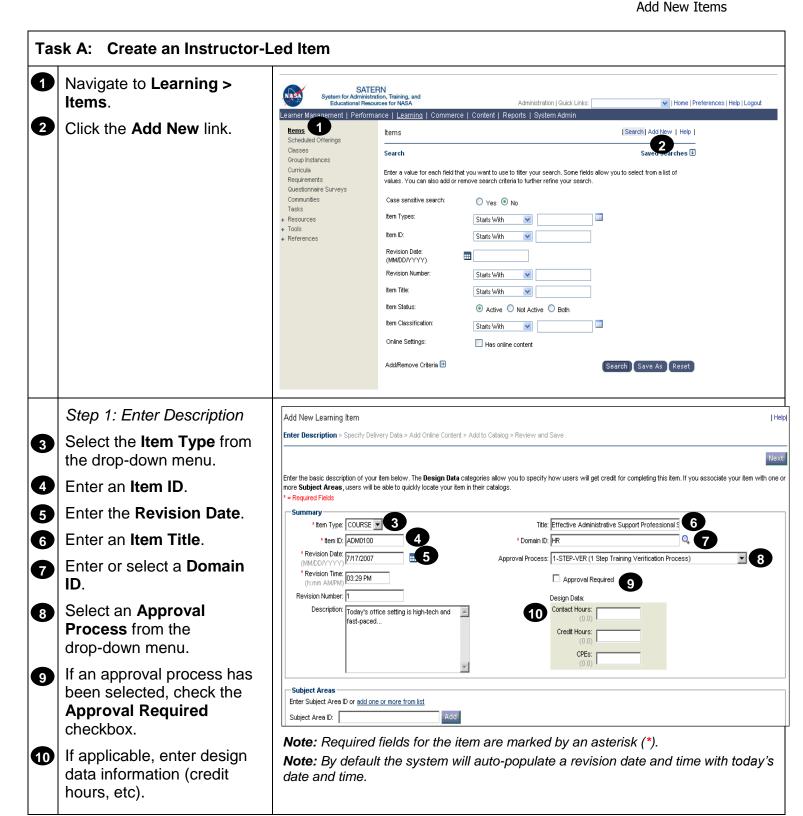
Classifications: Classifications are automatically assigned based on whether the item has segments and online content.

Instructor-led Item: A course that is offered in a classroom or part of on-the-job training. Completion is manually entered, tracked, and reported within the system.

Online Item: An item that is offered, deployed, tracked, and completed online through the learning system.

Blended Learning Item: A course that offers a combination of instructor-led training and online content.

Other Item: An item that is neither scheduled or has online content, such as physical goods.

Task A: Create an Instructor-Led Item

1	Navigate to **Learning > Items**.	
2	Click the **Add New** link.	

Step 1: Enter Description

3	Select the **Item Type** from the drop-down menu.
4	Enter an **Item ID**.
5	Enter the **Revision Date**.
6	Enter an **Item Title**.
7	Enter or select a **Domain ID**.
8	Select an **Approval Process** from the drop-down menu.
9	If an approval process has been selected, check the **Approval Required** checkbox.
10	If applicable, enter design data information (credit hours, etc).

Note: Required fields for the item are marked by an asterisk (*).
Note: By default the system will auto-populate a revision date and time with today's date and time.

11	Enter a **Subject Area ID** and click **Add**. **or**	
12	Click the **add one or more from list** link to search for and select a **Subject Area ID**.	
13	Click **Next**.	

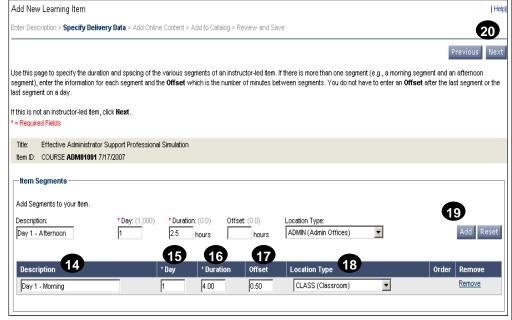|		
	Step 2: Specify Delivery Data	
14	Enter a description for the segment. For example, the description might be Day 1 – Morning.	
15	Enter a number in the **Day** field. For example, if it is the first day scheduled for the item, the number "1" is displayed.	
16	Enter the duration for the segment.	
17	Enter an offset time.	
18	Select a location type.	
19	Click **Add**.	
20	Click **Next**.	

Note: Required delivery data for the segment is marked by an asterisk (*).

*Note: An item can last for more than one day. In the **Day** field, the day number for this particular segment should be displayed by default.*

Note: The offset feature provides for breaks such as a lunch hour between schedule segments.

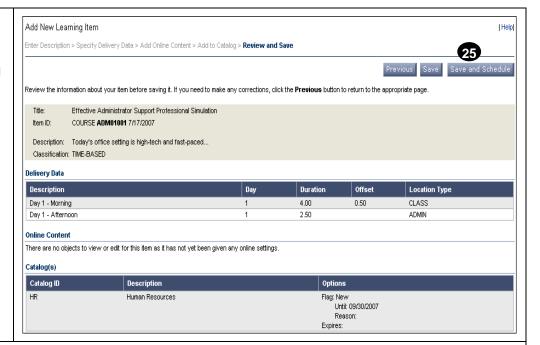|	
21	*Step 3: Add Online Content* Since this item is an instructor-led item only, skip this step. Click **Next**.	
22 **23** **24**	*Step 4: Add to Catalog* Enter a Catalog ID and click **Add**. **or** Click the **add one or more from list** link to search for and select a Catalog ID. *Note: The catalog options can be configured to include a flag for the item, and the item expiration date in the catalog.* Click **Next**.	

Step 5: Review and Save

Verify that the item created is associated with a catalog and the delivery data is entered correctly.

25 If the information is accurate, click **Save and Schedule** (or click **Save** to schedule at a later time).

If the information is not accurately represented, click **Previous** to make changes.

Add New Learning Item | Help|

Enter Description > Specify Delivery Data > Add Online Content > Add to Catalog > **Review and Save**

25

Previous | Save | Save and Schedule

Review the information about your item before saving it. If you need to make any corrections, click the **Previous** button to return to the appropriate page.

Title: Effective Administrator Support Professional Simulation
Item ID: COURSE **ADM01001** 7/17/2007

Description: Today's office setting is high-tech and fast-paced...
Classification: TIME-BASED

Delivery Data

Description	Day	Duration	Offset	Location Type
Day 1 - Morning	1	4.00	0.50	CLASS
Day 1 - Afternoon	1	2.50		ADMIN

Online Content

There are no objects to view or edit for this item as it has not yet been given any online settings.

Catalog(s)

Catalog ID	Description	Options
HR	Human Resources	Flag: New
		Until: 09/30/2007
		Reason:
		Expires:

Reference: To learn more about scheduling items, refer to the **Scheduling** course and job aid(s).